

Marlow Town Offices  
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### Town of Marlow Application for Employment

*It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, gender, sexual preferences, religion, national origin or other protected classifications.*

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
street city state zip

Telephone number: \_\_\_\_\_ Are you over 18 years old? Yes No

Are you authorized to work in the U.S on an unrestricted basis? Yes No

Have you worked here before? Yes No

Job Applying for \_\_\_\_\_

Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions or the job? \_\_\_\_\_

Can you perform the essential functions of the job with/without reasonable accommodation for any handicap? \_\_\_\_\_

Are there any hours, shifts or days you cannot or will not work? \_\_\_\_\_

Part-time: \_\_\_\_\_ Full time: \_\_\_\_\_

Are you willing to work overtime as required? Yes No

Have you ever been convicted of a felony (Conviction will not necessarily disqualify an applicant for employment)? Yes No

If yes, describe conditions \_\_\_\_\_

Education	Name & Location of School	Year Graduated	Major	Diploma/Degree
High School				
College/University				
College/University				
Other Training/ Education				

Work

History \_\_\_\_\_

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In addition to your work history, what other experiences, skills or qualifications would especially fit you for work with us?

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When can you start? \_\_\_\_\_ Salary desired? \_\_\_\_\_

### **Applicant's Certification and Agreement**

*I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statement, omissions or misrepresentation may result in my dismissal. I authorized the Town of Marlow to make an investigation of any of the facts set forth in this application and release the Town of Marlow, it's officers and employees of any liability.*

*I understand that employment with the Town of Marlow is "at will," which means either I or the Town of Marlow can terminate the employment relationship at any time, with or without prior notice, for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager or executive of the Town of Marlow other than the Chairman of the Select Board, has the authority after the foregoing.*

Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_